City of Lynn Park Commission LYNN COMMUNITY GARDEN GUIDELINES

Community gardens are cultivated and maintained spaces where volunteers work collectively to achieve a common goal of growing fresh, healthy produce in our city. In order to be successful, community gardens require a high level of dedication, commitment, and an investment of time, energy, and resources. Once interested parties have demonstrated their commitment to manage and maintain a garden, the City of Lynn supports community gardening efforts by providing the land at a minimal cost of \$25 per growing season. Tools, soil, seeds and other materials must be provided by the gardeners themselves initially and on an on-going basis. The City encourages gardeners to share ideas, resources, seeds, and recipes; plan garden events; and work together to maintain garden sites as a beautiful, safe, vibrant urban spaces. Questions or concerns should be directed to the City of Lynn's Garden Council through the Community Garden Coordinator(s), who will serve as a liaison.

General Qualifications

- 1. You must live in Lynn.
- 2. You must follow the City of Lynn Community Garden Guidelines.
- 3. You must be willing to share your contact information with the City of Lynn, Garden Coordinator, and other gardeners.
- 4. You must have an active interest in gardening, sustainability, and healthy living.

Rules & Regulations

- Each individual gardener or family shall be allotted not more than one garden plot.
- Each garden must be used by a minimum of 4 volunteer gardeners at any given time.
- Drugs, alcohol and smoking are prohibited in or around the community garden.
- Use of synthetic or toxic pesticides, fertilizers, or herbicides is prohibited.
- Pets are prohibited from entering the garden.
- Children under 15 years of age must be accompanied by a parent or guardian at all times when visiting the garden.
- Common areas and walkways cannot be used to grow edible produce.
- No plants shall be used that are listed as invasive or potentially invasive on the Massachusetts Invasive Plant Advisory Group list of invasive plants, including quickly spreading herbs such as mint, unless they are potted. The planting of trees, shrubs, bushes, and any non-native species is prohibited, unless written consent is provided by the City of Lynn.
- Gardeners are responsible for maintaining their own plots and must be present throughout the duration of the growing season. If gardeners leave before the end of the growing season, they are responsible for finding someone to tend their plot in their absence for the rest of the growing season.
- Gardeners must show activity in their garden before June 15 of the growing season.
- Plots must be prepared for winter by pulling plants out of the ground and leaving each garden clear no later than November 30th and gardens must be cleaned up by this time.
- Gardeners must abide by the specific regulations and responsibilities outlined in the license agreement between the gardeners and the City of Lynn's Garden Council.

Garden Organization & Plot Preparation

• All edible plants must be grown in raised beds with a water permeable fabric cover or a geotextile fabric at the bottom of the raised beds.

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- The lumber used for the construction of the beds must be untreated, and 10% of beds in a garden must be wheelchair accessible.
- All soil within the raised bed must be from approved soil sources as provided by Lynn's Garden Council
- The citizen shall add 10-15 inches of topsoil, clean fill, composed soil from approved soil sources, including: Brick Ends Farm, 64 Highland Street, Hamilton MA 01982 (978-468-3131); Black Earth Compost, Gloucester, MA (978-290-4610); and Rocky Hill Farm, 34 Butterfield Road, Saugus MA (781-233-9480).
- Gardeners are forbidden from planting edible produce within soil that is currently on site.
- The dimensions of each garden plot, and the overall layout of each garden, are subject to approval by Lynn's Garden Council.

Common Areas & Shared Resources

- Common areas are the responsibility of all gardeners and must be clean, free of all debris and maintained.
- The Garden Coordinator must establish a system to ensure that trash and weeds are removed.
- Pathways must be 3 feet wide to accommodate wheelchairs and strollers.
- Tools must not be kept in the common areas or in the garden plots. With the special permission of the City of Lynn, the gardeners may maintain a locked tool shed at their own expense.
- Waste must be managed and compost bins must be used appropriately at each site.

Community Garden Coordinator

- The Community Garden Coordinator (CGC) is a volunteer leadership position. The CGC will act as the liaison between your community garden, the City of Lynn and the City's Garden Council. There will be 1-2 CGCs per garden to manage the gardeners and activities at the site, collect fees, lead the application process, and organize and enforce the individual garden's guidelines.
- If any problems arise in the garden, please contact your Community Garden Coordinator to find a solution first (unless there is an emergency), and then contact the City's Garden Council.
- CGCs will be in contact with gardeners on a regular basis to share pertinent information regarding the garden and up-coming events, and to inform gardeners of any violations to the guidelines.
- All Community Garden Coordinators will meet with the City of Lynn's Garden Council to discuss any issues that arise.
- The Lynn's Garden Council has residents of Lynn, and a Parks Commission member.
- Should a Community Garden Coordinator wish to step down from their role, they will need to identify a replacement for their position and submit a written resignation letter to the City of Lynn's Garden Council. Failure of the Garden Coordinator and/or volunteer gardeners to identify a replacement shall result in a suspension of rights to use the parcel.

Community Garden Fees

- Unless otherwise determined through an individual garden license agreement, the annual fee charged per garden plot will be \$25. The Garden Coordinator will collect and maintain a record of all funds, and will provide copies of these records to the City of Lynn on an annual basis.
- Funds will be used for water and park upkeep from increased wear and tear on park usage.

Violations of Community Garden Guidelines

• A member of the City of Lynn's Garden Council will visit each garden annually to perform routine inspections and ensure that guidelines are being adhered to. If any of the guidelines are violated, the

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community garden coordinator and/or the City of Lynn will provide a spoken warning first, indicating the type and date of the observed violation and how long the gardener has to resolve it. However, the city reserves the right to terminate use of the garden for cause or no cause. When exercising its right to terminate, the city shall not be subject to any notice requirements.

Release of Liability

- The community garden program is a volunteer program.
- Gardeners, their families, friends, and other guests may participate AT THEIR OWN RISK.
- No liability of any kind will be taken on by the City of Lynn.
- The City will not be held responsible for injury, theft, or accidents occurring in the garden. Participants are required to sign the attached release form.